



# JC/LISD ACADEMY

## *A Regional Middle College*

### STUDENT HANDBOOK

JC/LISD ACADEMY  
1372 N. Main St.  
Adrian, MI 49221  
(517) 266-6982

**“Your Partner in Education for a Changing Tomorrow...” LISD**

The JC/LISD Academy is a collaborative educational venture of Jackson College, Lenawee Intermediate School District, and the 11 public school districts of Lenawee County.

The mission of the Lenawee Intermediate School District (LISD) is to prepare people to function effectively in a changing world by providing and coordinating quality education opportunities and support services, innovatively and responsively, in partnership with our communities. [www.lisd.us](http://www.lisd.us)

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Jackson College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools

Jackson College is an institution of higher education whose mission is to assist learners in identifying and achieving their educational goals.

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**JC/LISD ACADEMY**  
*A Regional Middle College*

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**SCHOOL INFORMATION**

JC/LISD ACADEMY

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# JC/LISD ACADEMY STUDENT HANDBOOK

## INTRODUCTION

This student handbook is provided as a means for providing information relevant to JC/LISD Academy students and their parents or legal guardians. This handbook is intended as a supplement to LISD Board Policy, Jackson College Policy, and applicable laws. To the extent that any of the information in this handbook conflicts with LISD Board Policy, Jackson College Policy, or law, the provisions of the LISD Board Policy, Jackson College Policy, or applicable laws shall prevail and take precedence over the provisions included herein. The JC/LISD Academy is a unique high school opportunity for capable, advanced, motivated, or struggling students in all 11 Lenawee County school districts. The Academy is designed to fully immerse high school aged students in the post-secondary learning environment, while affording students the opportunity to complete a high school diploma and associates degree. The JC/LISD Academy offers a high expectation and realistic learning environment designed to provide a more guidance-based, active, hands-on approach to learning based on skill acquisition, not credit accumulation, in order to successfully function at the college level.

Successful JC/LISD Academy students must be willing to take responsibility for their own effort, education and behavior. There are no bells, hall monitors or daily announcements to keep them on track. Students are expected to learn how to make smart, sound choices that benefit their learning and success in life. Students are also expected to learn how to monitor their own educational progress, advocate for their own learning needs, and successfully negotiate their way through the post-secondary environment.

### **The Goals of the JC/LISD Academy**

To create a learning community within a higher education environment where all who participate, students, staff, teachers, and community members, are cherished as both learners and teachers. The mission of the JC/LISD Academy is to prepare students for a successful career and educational future through the full integration of high school, community college and the world of work. The school employs the strengths within the program, the students, and their families in order to reinforce the following goals:

- Prepare students to be fully equipped for higher education and with the necessary skills to be competitive for employment
- Provide a progressive learning environment catering to the individualized needs and strengths of students
- Constantly improve students' academic and professional skills, belief, and confidence in their capabilities
- Encourage students to view learning as a lifelong process, not limited to the classroom setting
- Increase high school completion rates
- Provide an opportunity to meet state high school requirements while completing credits toward an associate's degree. Twelve additional credit hours may be achieved through local reduced tuition agreements at Adrian College and Siena Heights University.

Meeting these goals requires an atmosphere of fairness and equality. It can be neither regimented and rigid on the one hand, nor chaotic and irresponsible on the other. The Michigan School Code authorizes local boards of education to enact "reasonable rules and regulations necessary for the proper establishment, maintenance, management, and carrying on the public schools...including regulations relative to the conduct of pupils concerning their safety while in attendance at school or at school functions."

This Student Handbook contains the rules and regulations necessary for maintaining an education environment that is conducive to maximum learning. It also describes the rights and responsibilities of students, parents, and staff. For each student to have maximum opportunity to fulfill his or her potential in achievement of the traditional "three R's" which encompass rights, responsibilities, and rules.

Students will be attending school daily in a college setting. Each student will receive a college I.D. and will be a college student. It is critical for each student to understand that with this status comes a high level of responsibility and social maturity. The Academy is fortunate to be a part of the JC setting, and each and every day we must earn the respect of the college staff and students. The staff of the Academy, will continuously remind, coach, and motivate students in the realm of "college readiness" and soft skill development.

## JC/LISD Academy and Jackson Community College Associate Degree Outcomes:

- Write clearly, concisely, and intelligibly (ADO 1)
- Speak clearly, concisely, and intelligibly (ADO 2)
- Demonstrate computational skills and mathematical reasoning (ADO 3)
- Scientific reasoning (ADO 4)
- Understanding human behavior and social systems (ADO 5)
- Understanding and appreciating aesthetic experience and artistic creativity (ADO 6)
- Critical thinking (ADP 7)
- Personal and ethical responsibility (ADO 8)
- Working in small groups (ADO 9)
- Diversity (ADO 10)

## College Enrollment Requirements (College Classes outside Academy Schedule)

- Must demonstrate consistency in **ALL** classes and be rated **80%** or higher in success skills ratings (by Academy Staff)
- **Must pass college First Year Seminar (FYS) course with a 2.0 or higher**
- Must place into the transferable college course via the course placement assessment (**COMPASS TEST**)
- Must be passing **ALL** Academy courses and have completed any previous semester college courses with a **2.0** or higher (students who fail a course will need to have their credentialing reviewed, prior to enrolling in another college course)
- Must meet all credentialing criteria as determined by Academy staff

# JC/LISD ACADEMY RIGHTS, RESPONSIBILITIES AND RULES...

## Discipline

A student entering JC/LISD Academy becomes a member of a group. For that group to effectively function, each member needs to think not only about himself/herself, but about the other members of the group as well. Since we attend school every day in a college setting social maturity is set to a high standard and anything less will not be tolerated. This standard is upheld not only by the Academy handbook, but also the expectations established in the JC learning environment. Discipline, fairly administered, helps maintain the balance between the rights of the individual and the rights of the group. Good discipline controls the behavior of individuals and of groups so that the rights of all students are protected. It ensures justice and equality, and recognizes the dignity and worth of each individual.

The goal of disciplinary action in the schools is to assist the student in learning self-discipline or control of his/her own behavior, so that the student's actions are acceptable within the group, contributing to friendly and business like atmosphere where effective learning can take place in a college setting. Attainment of the goal or self-discipline depends on the good judgment and compassion of teachers, understanding and leadership by administrators and the Board of Education, and the support of all parents within the community. A student not in class has less opportunity to learn than one present. Disciplinary action therefore should, where possible, keep the student in the school setting engaged in learning activities rather than out of school.

It is important to remember that the school's rules apply on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school field trips and other school-sponsored activities for infractions of school rules.

JC/LISD Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the disciplinary action, they should contact the principal.

# **ADMINISTRATIVE PROCEDURES**

## **A. STUDENT CODE OF CONDUCT**

JC/LISD Academy students are expected to abide by the LISD's Student Code of Conduct and Jackson College's rules and expectations for students. Any disciplinary action will be pursuant to the LISD Student Code of Conduct and Jackson College's rules and expectations for students. The LISD's Student Code of Conduct is included as an amendment to this Student Handbook.

## **B. REQUIRED COUNSELING**

In certain instances, a student may be required to enter a counseling situation as a condition to remain in the JC/LISD Academy program. This may be individual or group counseling within the school environment or with a professional outside of the school. A student may be required to leave the school environment temporarily to receive intense counseling. Each case shall be handled on an individual basis, keeping the student's needs in mind as well as the needs of the school community. Any counseling expenses are to be incurred by the parents or legal guardians.

## **C. BEHAVIORAL/ACADEMIC PROBATION**

Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the Superintendent of the LISD or his/her designee, the school principal or designee in addition to, or in lieu of, other disciplinary action.

Any student, who is not demonstrating sufficient effort, motivation, or academic progress to complete the Academy requirements, may be placed on academic probation by the Superintendent of LISD or his/her designee, the school principal or designee in addition to, or in lieu of, other disciplinary action.

In addition, any student who has amassed serious attendance records may be placed on a probation program.

Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place. The probation period of time shall be determined prior to the start of the probation period, which will be shared with the student and his or her parent/guardian.

During the probation period, the student may be denied the privilege of participation in or attendance at all extra-curricular activities. The student may be assigned additional academic supports and issued additional academic or behavioral requirements. At the close of the probationary period, the individual case shall be reviewed and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he/she may be suspended or denied certain extra-curricular privileges under the stipulations set forth in the probationary agreement.

**Phase 1\* of Academic Probation:**

- Conference with Principal, Counselor, and Advisor
- Develop a detailed Improvement Plan with Advisor
- Mandatory tutoring attendance 3 days a week
- No more than 2 absences per class (or tardy equivalent) from start of probation.
- Phone call home and notification letter of probationary status sent home.

\* If students do not satisfactorily fulfill the Phase 1 probationary requirements, they will be placed on Phase 2.

**Phase 2 of Academic Probation:**

- Conference with Student, Principal, Counselor, Advisor and Parents
- Develop a detailed improvement plan with parents, advisor, counselor and school principal (must be reviewed and updated with advisor)
- Mandatory tutoring attendance 4 days a week
- No more than 1 absence per class (or tardy equivalent) from start of Phase 2 probation
- Bi-weekly check-in with Counselor and Principal (Student must bring, bi-weekly grade print outs, planner, and improvement plan)

- Temporarily lose all credentialing privileges (not eligible to enroll in college courses)
- Student is required to eat in room 180
- Closed Campus during probationary period
- No extra-curricular privileges during probationary period

The probationary period is determined on an individual basis, during which time the student must return to good standing by following through on their probation terms and raising their individual ***course grades to a minimum 2.0*** by the end of the probationary period. If students do not fulfill the probationary requirements by the end of the allotted time, they will be subject to dismissal from the program. Most students who do not meet the conditions of their probation are released back to their home district.

## Dress and Appearance

It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. The school district recognizes that the dress and appearance of all students impact the educational environment. It also recognizes that what a student wears to school can influence attitudes and behavior.

A student's personal grooming and manner of dressing should be conducive to a good educational environment. The school district takes the position that the dress and appearance of students must not present a health or safety problem nor disrupt the educational environment. Therefore, hats, headbands, and head coverings may not be worn in the classroom, auditorium or any indoor activity. The JC/LISD Academy or JC may choose to restrict the wearing of clothing or other adornment that is deemed disruptive to the school operation or perceived as unusually distracting. In addition, the wearing of clothing with messages that are obscene, provocative or advocate drugs and/or alcohol or promote violence will not be permitted. Examples include, but are not limited to, see-through clothing, halter tops, bare midriff, short-shorts, sagging, excessively torn/ripped clothing etc. Students are not permitted to wear any adornments that may be used as weapons; i.e., large chains, spiked collars, and spiked bracelets, etc.

## **Academic Course of Study**

Academy students complete the Michigan Merit High School Graduation Requirements through the JC/LISD Academy Completion Requirements; which are different than their specific local district requirements, and students are issued a high school diploma in partnership with local districts of Lenawee. Curricula are designed to broaden students' understanding of a number of topics, develop their soft skills and prepare them for the diverse educational environment of college. Topics encountered in course work both at JC/LISD Academy: A Regional Middle College and Jackson College are part of curricula that have been developed by educators with specific goals in mind for students. The use of language and text that is considered acceptable within the post-secondary environment may be used in Academy courses as a primer to college-level instruction.

### **Academy Course Descriptions:**

#### *Academy English (College Prep English):*

Academy English courses prepare students for college-readiness in composition, research, reasoning, and speaking. The unique characteristics of the course that lead to skill and mastery and advancement are: Longer, more complex and more frequent student writing Intensive individual feedback from the instructor through extensive written comments, face-to face in-class interactions and multiple writing conferences. Reading and analyzing many pieces of classic and modern literature.

#### *Academy Science (Biology, Chemistry):*

Academy Science Courses Science prepare students for college readiness by focusing on scientific processes, lab skills, critical thinking and processing of complex ideas and interactions, connecting to prior experiences, and making new connections to real-world science. The unique characteristics of the courses that lead to skill mastery and advancement are: Developing inquiry-based learning skills, including how to: ask critical questions; analyze, graph and interpret data; write lab reports; utilize technology for research and as a study aide; and analyze case studies and real-world scenarios. Learning how to

master scientific vocabulary to process information effectively in science text and popular science literature.

*Academy Social Studies (Civics, Economics, US History, and World History):*

Academy Social Studies courses prepare students for college-readiness by teaching critical thinking to make our students effective citizens through societal awareness and involvement by learning from our past and taking an active role in democracy. The unique characteristics of the courses that lead to skill mastery and advancement are: Demonstration of student mastery through student responses to current real world situations, and historical events. Greater focus on how the structure and function of government, politics, geography, history and economics in the United States and the World impact each other.

*Academy Math (Algebra 1, Algebra 2, Geometry, MC 131):*

Academy Math courses prepare students for college readiness in math by focusing on understanding what math represents, what it means, connection to prior experiences, and making new connections to real world math. The unique characteristic of the math courses that lead to skill mastery and advancement are: Learning how to approach each math problem, and varied methods of approach. Requiring students to communicate their own math thinking, and logic both verbally and in written and mathematical representation format. Comparing different solutions and strategies, and different ways of representing math solutions.

*Teen Leadership*

Academy Teen Leadership is a course in which students develop leadership, professional, and business skills. Students will learn to establish healthy relationships, understand the concept of personal responsibility, teamwork, organization of projects, and self-awareness.

### *Transitions (First Year, Returning , Graduating)*

The Academy transitions course is specialized to address the unique needs of the students transitioning from a traditional school to the Academy (Bronze), from the Academy to some college (silver), from full college to post-secondary (Gold). Each course assesses students both on academic performance and soft Skills; which includes but is not limited to: Attendance, Communication, Follow Though, Note Taking, Organization Self-Advocacy, Problem Solving, and Study Habits. Successful demonstration of “Soft Skills” in addition to academic performance can lead to a student being “credentialed” (approved) to transition into Jackson College courses.

### *Alternative Virtual Courses:*

Academy students are eligible to enroll in a variety of online courses during any academic term. These courses, eligibility requirements, and availability will vary according to the online provider.

## **Attendance Procedures**

The Michigan compulsory attendance law states that a student must attend school until he/she is eighteen years of age. The Board of Education of the Lenawee Intermediate School District strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance to the end that each child is encouraged through a conscious effort on the part of school personnel to reach his/her maximum potential in all areas of development. To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, it is a relevant objective criterion which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning credit. In order to carry out an effective attendance policy, the attendance procedures at each grade level must be consistent through the JC/LISD Academy program.

- A. The initial responsibility rests with the student. *The student shall:*

1. Not exceed thirty-two (32) instances of an absence in a 4 class JC/LISD Academy semester. This means no more than 8 absences per class during the course of a semester, or he/she may be removed from the JC/LISD Academy.
2. Understand that poor academic performance as a result from poor attendance may result in removal from the JC/LISD Academy.
3. Understand that there is no such thing as an “excused absence”, or “unexcused absence”, all absences will be documented and counted the same. The reason for or length of absence is not at issue. What is at issue is the absence itself.
4. Make arrangements to make up missing work, immediately upon return to school. You have one day for every day that you were absent.
5. Be familiar with Jackson College and their attendance policy.

**JC Attendance Policy:** Instructors may grade on attendance. Each instructor will include in the course syllabus a specific attendance policy which clearly states how attendance will affect student grades.

*B. The teacher shall:*

1. Keep accurate individual class attendance records.
2. Contact the Advisor of each student who is absent three to five times and counsel with the student upon his/her return to school. The Focus Leader would then contact the parent/guardian. All telephone calls, letters, and contacts regarding students relative to attendance should be documented by the teacher.
3. Attendance letters are mailed daily to reflect ten or more cumulative hours of absences. (Verification of excused or unexcused will be determined by the assistant principal for student services).
4. Notify the assistant principal for student services if significant improvement is not shown after steps 1 & 2.

*C. The Student Services Team shall:*

1. Upon receiving the referral from the assistant principal for students services, regarding unexcused absences, counsel personally with each student concerning his/her lack of attendance and place on attendance probation.
2. Inform the student that he/she must request to make up the work immediately upon his/her return to school.
3. Notify the student's parents or legal guardian by telephone that additional absences have been incurred since the teacher called and/or formal notification was sent by the JC/LISD Academy. Form letters will be available if the student does not have a telephone.
4. Document all of these contacts with parents and keep accurate records of the attendance conferences with the student.

*C. Truancy Prevention Specialist shall, when notified by the student services team that a student's attendance probation has not been honored.*

1. Hold a parent-student conference as soon as possible. If the parent cannot be contacted by telephone, a certified letter should be sent which describes the extent of the student's attendance problem, and makes arrangement for a parent-student conference.
  - a. Inform the parent and student that the student should initiate a request to make up work as prescribed in A and C.
  - b. Inform the parent and student that there is a possibility of the student failing his/her class or classes, if her/her attendance does not improve.
  - c. Inform the parent and the student that if the student's attendance does not improve and he/she fails his/her classes, that the student may be counseled out of the JC/LISD Academy program and referred to alternative educational opportunities.

# OPEN LUNCH/OPEN CAMPUS POLICY

The ability to budget and use one's time in an effective and efficient manner is a skill we believe all students must develop. This is why, at the JC/LISD Academy; all students have an open lunch. This policy permits students in good standing to eat in any of the designated areas at JC or the LISD TECH Center grounds during designated lunch or unscheduled class time.

Students that are considered *Returning or Graduating credentialed* are able to leave school grounds when they do not have a scheduled class, including the time designated for lunch. Please remember that student's wishing to leave school grounds in a vehicle must also be in compliance of the Driving/Passenger Policy (p.37). Students must also be aware that when they leave school grounds, they are required to be back in school in time for their next class. Any student who fails to return to class, or arrives late, will face the consequences outlined in the school attendance policy. Students who are not considered "full time" college students (at least  $\frac{3}{4}$  of classes are college) who intend to leave for the day must be signed out by a parent or guardian.

We are very concerned with students crossing M52 due to risk of accident related to the high volume of traffic. Therefore, students will not be permitted to cross M52 by foot and any student who wishes to leave in a vehicle must be in compliance with the Driving/Passenger Policy (p.37).

Please be aware that the privilege to leave campus may be revoked at any time at the discretion of the JC/LISD Academy, and abuse of this privilege may result in removal from the Academy. Furthermore, any student who takes another student not permitted off school grounds with them will immediately and permanently lose his/her open campus privilege and may risk removal from the Academy.

If you have any questions concerning this policy, please do not hesitate to contact the school.

## Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations, including, but not limited to, the LISD Student Code of Conduct and LISD Board Policies and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or expulsion.

## Transportation Conduct

When a student steps aboard a bus or other transportation services provided by the district, the home district, or city transportation he/she is considered to still be in school and as such is in an "extended classroom." Because of this, the student is subject to all rules, rights, and responsibilities of this Student Handbook in addition to the special rules for health and safety while on the bus.

## Driving/Passenger Policy

Any student driving to school must register their vehicle in the Student Services office with Mrs. Bachman. *Students that are not considered full time college students (at least  $\frac{3}{4}$  of classes are college) are to park in the LISD TECH Center student parking lot.* If a student driver wishes to have a passenger with them, he/she must fill out an additional passenger form.

In the same way, any Academy student wishing to be a passenger in a vehicle driven by an Academy student must have a JC/LISD Academy Rider Permission form on file at the student services office and be in compliance with the Open Lunch/Open Campus Policy.

Please be aware that the privilege to leave campus may be revoked at any time at the discretion of the JC/LISD Academy, and abuse of this privilege may result in removal from the Academy. Furthermore, any student who takes another student not permitted off school grounds with them will immediately and

permanently lose his/her open campus privilege and may risk losing his/her driving rights and even removal from the Academy.

## **School Closing and Delay Information**

The JC/LISD Academy's policy for delays and cancellations is simple. We follow Adrian Public School's delays or cancellations. If Adrian Public Schools is delayed or closed, the Academy will be closed or delayed as well.

Also, if LISD programs are closed or delayed (for example "LISD TECH Center") then the ACADEMY is also closed or delayed.

IF Jackson College IS CLOSED the ACADEMY will be closed.

IF THE ACADEMY IS CLOSED and Jackson College is still open and your son or daughter is taking a college class with other college students, then they are required to attend the JC class. Please note that very rarely will Jackson College be closed.

You will not receive a direct telephone call or notification, so please tune into WLEN 103.9/ Q95/ WABJ am 1490 or any Toledo Television news stations.

Please remember, if your local district is closed or delayed and Adrian Public Schools has not delayed or cancelled, you are still expected to be in attendance.

## **Privacy – Student Records**

Student records shall be maintained in accordance with Board of Education Policy and State/Federal laws and regulations.

## **Privacy – Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Board of Education is nonetheless committed to the equal treatment in application of its policies and procedures to all students. With the following exceptions, the rules and regulations set forth in the JC/LISD Academy Student Handbook, LISD Student Code of Conduct, LISD and JC Board Policy, and other applicable policies and procedures will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to

access to their students records. Eighteen year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports.

## **Student Property**

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry and expensive coats, which could be stolen, damaged or prove disruptive to others. If valuable personal property is to be used in a school related project, the student should arrange with the staff for its keeping. Students' personal electronic resources, such as cell phones and iPods, are able to be utilized, per authorization by the instructor, within classroom/lab as an instructional device for teaching/learning. Use of electronic resources in common areas, such as the hallway and central classrooms, is prohibited.

The search of student property is outlined in the LISD Student Code of Conduct.

### **Responsibilities of Students**

- A. To attend school regularly, on time, prepared to learn to the best of their ability;
- B. To respect the rights and feelings of other;
- C. To respect the property of others, including school property for which parents have paid through taxes;
- D. To follow the requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school;
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff;

### **Responsibilities of Parents**

- A. To assist your child in attending school regularly and on time;

- B. To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress;
- C. To listen to, consult with, understand, and trust your child;
- D. To work with school personnel and community groups to communicate concerns which may interfere with a child's education;
- E. To teach your child to respect lawful procedures and the rights of others, and
- F. To encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

## **LISD Child Find Outreach and Statement of Non-discrimination**

Are you concerned about any Lenawee County resident's (birth – age 25) development? If you think a person's growth, learning, or social skills are not the same as others the same age, the sooner this person is evaluated the better. This evaluation is free.

¿Está preocupado por el desarrollo de algún residente del condado de Lenawee (de nacimiento a 25 años)? Si usted piensa que el crecimiento, el aprendizaje o las habilidades sociales de una persona no son las mismas que otras de la misma edad, es mejor que se evalúe lo más pronto posible. Esta evaluación es gratis.

### **Contact (Llame):**

Lenawee Intermediate School District (LISD)  
Director of Special Education  
4107 N. Adrian Highway  
Adrian, MI 49221  
(517) 265-1682 OR Toll Free (888) 444-8144

For more information, visit the LISD Special Education webpage:  
<https://webapps.lisd.us/sites/specialed/Pages/Specialhome.aspx>

### **LISD Nondiscrimination Statement**

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

## **Declaración de No Discriminación del LISD**

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

Please be aware that anyone, at any time, may contact the following offices, as well as the Lenawee Intermediate School District (LISD) Staff Resources Office:

Le aseguramos que cualquier persona, a cualquier momento, puede comunicarse con las siguientes oficinas, así como las oficinas del Distrito Escolar Intermedio Lenawee (LISD).

Office for Civil Rights  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100  
(202) 245-6800

OR

Office for Civil Rights  
United States Department of Education  
600 Superior Avenue East  
Cleveland, OH 44114-2614  
(216) 622-4970

## **VIDEO SURVEILLANCE**

The LISD takes seriously its obligation to provide for the safety and protection of students, staff, visitors, and property. In an effort to promote safety and security, portions of LISD property, including both exterior and interior areas, are subject to video surveillance.

Students, parents, staff, and visitors should be aware that video surveillance may occur in LISD designated public areas and that individuals have no expectation of privacy in those areas.

The LISD reserves the right to use images, video, and audio captured by video surveillance equipment as is necessary to provide for the safety and protection of LISD students, staff, visitors, and property. The LISD also reserves the right to share images, video, and audio captured by video surveillance equipment with law enforcement and other third parties.

# JC/LISD Academy Student/Parent-Guardian Signature of Understanding

*As a student of the JC/LISD Academy, I realize the privilege I have to attend the Academy. I have read the handbook and will follow the expectations expressed in the document as well as the LISD Student Code of Conduct.*

*Furthermore, students are responsible to adhere to both the JC/LISD Academy Student Handbook and the Jackson College Student Rights and Responsibilities Handbook which can be found on the College website at [www.jccmi.edu](http://www.jccmi.edu). Copies are also available at all JC locations or by calling 517.265.5515.*

\_\_\_\_\_ Date \_\_\_\_\_  
Student

*As a parent/guardian of a student of the JC/LISD Academy, I realize the privilege my son or daughter has to attend the Academy. I have read the handbook and understand the expectations expressed in the document as well as the LISD Student Code of Conduct.*

*Furthermore, my son/daughter is responsible to adhere to both the JC/LISD Academy Student Handbook and the Jackson College Student Rights and Responsibilities Handbook which can be found on the College website at [www.jccmi.edu](http://www.jccmi.edu). Copies are also available at all JC locations or by calling 517.265.5515.*

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian